



## STATE OF INDIANA



Mitch Daniels, governor  
Mark Massa, executive director

December 2, 2011

Dear Valued Partner,

The Indiana Criminal Justice Institute (ICJI) is pleased to announce the launch of a new online application system designed to streamline the grants administration process. The Electronic Grants Management System (E-grants) was developed in Pennsylvania in 2004 to reduce grant preparation time for local agencies, improve data quality and communications, standardize applications, and improve efficiency of the review and approval process.

Effective January 1, 2012 organizations interested in applying for grants through ICJI now must complete the entire grant application online. The new *online* application requires the same information as before.

As part of our mission, the Institute is charged with developing "*long-range strategies for the effective administration of federal and state funds used to carry out these strategies.*" Consistent with that charge, we strive to embrace strategies that improve processes for staff and stakeholders alike. In addition to conserving paper, the E-grants system will allow ICJI staff to better collect and measure project performance and increase efficiencies.

This new technology tool provides many added benefits to current and potential grantees. Applicants will have real-time access to a record of all grant applications submitted online, creating a history of all grant funding or funding requests. Additionally, the online system offers many special features that will improve communications during and after an application is submitted. Although this new online application system represents a change to the *process* through which grants can be submitted, it does not represent a change to the federal grant guidelines.

While this new tool will continue to evolve, we understand that certain challenges and questions inevitably will arise. In addition to making you aware of this new online system, we will work closely with all of our partners to provide regular updates, support materials and technical assistance. You will receive a schedule of grant solicitations and training dates from your program manager and will be notified when the system goes live on the ICJI website. We look forward to working with you and getting the new program off to a great start. Thank you in advance for your continued cooperation and support.

Sincerely,

Mark Massa  
Executive Director

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